



## **SEACSM Mentorship Pairing Program**

### ***Mentor-Protégé Guidelines***

Congratulations! Your commitment to mentoring indicates you believe in the future of SEACSM. This document serves as a guideline for the conduct and respective roles of both mentors and protégés in this program. We thank you for your involvement in this mentoring program and for helping to make SEACSM a friendly and welcoming environment for all.

### **Who is this Program for?**

#### Protégés:

- Must be an undergraduate student, graduate student, or postdoctoral fellow.
- A trainee (undergraduate student, graduate student, or postdoc) considering a career in exercise science/physiology.
- A trainee wanting to expand their mentorship team or wanting mentorship outside of their current institution.
- A trainee who is looking for guidance about the next steps in their career.
- A trainee looking for networking, service, and/or professional development opportunities.

#### Mentors:

- Must be a faculty member or senior member of the exercise science industry community.
  - Emphasis will be placed on individuals with a PhD, MD, or equivalent.
- A faculty member or equivalent willing to provide career advice and guidance for a trainee in SEACSM.
- A faculty member or equivalent willing to provide networking and professional development opportunities for a trainee in SEACSM.
- A faculty member or member of the exercise science community who is involved in research and is willing to discuss their research interests, career trajectory, and career advice for pursuing research in exercise science. **Note:** you are not required to conduct research to serve as a mentor in this program.

### **The Pairing Process**

- Protégés and mentors will provide information on career status, institutional affiliation, goals for the mentoring program, and if applicable, research interests.
- Mentors will provide the career level of trainees they feel most comfortable mentoring, as well as the number of trainees they are willing to mentor.
- Based on the aforementioned criteria, pairs will be matched based on similarity in goals and/or research interests, while attempting to avoid pairings of individuals from the same institution. **Note:** This is a pilot program, meaning we will do our best to ensure pairings are made, but we cannot guarantee that all who register will receive a Mentor-Protégé pairing. We appreciate your patience and understanding! Thank you for growing with us.

### **Benefits of Mentoring**

#### **For the protégé, having a mentor helps to:**

- Facilitate your induction into SEACSM and individual leadership.
- Increase your understanding of formal and informal ACSM leadership structures.
- Develop professional and personal skills.

- Improve your professional and personal SEACSM networks.
- Provide opportunities to reflect on your own progress and to resolve your own problems in leadership and development.

**For the mentor, having a protégé can provide an opportunity to:**

- Expand your own communication skills and knowledge.
  - Learn from your protégé.
  - Reflect on how you mentor and advise current students/colleagues.
  - Serve your academic institution, SEACSM, and the scientific/medical community.
  - Share your positive experiences in SEACSM.
  - Develop a junior member of the SEACSM and academic/medical community.
  - Extend your professional and personal networks.
  - Give professional and scientific guidance.
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### **Role of the Mentor**

As a mentor, your role in this program is to provide support and resources to a new or junior member of SEACSM through regular one-on-one meetings. You are expected to facilitate a supportive and developmental relationship with your protégé. However, you are not expected to be an expert or to be able to solve all problems raised. A mentor uses different skills and approaches depending on the topic and situation. Some key responsibilities, skills, and attributes of mentors are given below.

### **Mentor's Responsibilities:**

1. Attend the Emily M. Haymes Mentoring Breakfast at the SEACSM Annual Meeting with your protégé.
2. Attend as many SEACSM events/talks with your protégé as possible.
3. Ensure your protégé understands the purpose of and guidelines for mentoring.
4. Provide friendly professional support and guidance to issues raised by your protégé.
5. Help clarify your protégé's academic/professional performance and development goals.
6. Share formal knowledge of the structure and relationships within SEACSM.
7. Introduce your protégé to your students to colleagues and help develop your protégé's own network.
8. Introduce your protégé to networking/presentation opportunities at National ACSM.
9. Maintain regular contact during the 12-month mentoring commitment.
  - a. Recommended minimum number of meetings:
    - i. *Three - once at the SEACSM Annual Meeting and two additional times.*
10. Complete a one-year evaluation of your protégé and this mentoring program.

### **Skills of a Mentor:**

1. Has appropriate professional knowledge and skills.
2. Performs intentional active and effective listening – asks open-ended and appropriate questions.
3. Reflects back thoughts, feelings, and opinions, in a non-judgmental manner, to show listening and understanding.
4. Participates in proactive problem-solving together with protégé.
5. Provides constructive and positive feedback.
6. Appreciates and acknowledges protégé's differing experience and needs.
7. Emphasizes confidentiality, integrity, and trust as foundational aspects of the relationship.

**Qualities of a Mentor:**

1. Provides open and honest communication.
  2. Clearly defines accessibility and expectations.
  3. Considers equal opportunity for career advancement in the context of SEACSM.
  4. Expresses and exhibits interest in being a mentor.
  5. Supports change at the personal, institutional, and organizational levels.
  6. Encourages others (including students and peers).
  7. Encourages a welcoming environment within academia, SEACSM, and ACSM.
  8. Is trustworthy and able to keep confidential information.
  9. Is willing to dedicate and commit time.
  10. Is friendly and approachable.
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**Role of the Protégé**

As a protégé, your role in the program is to avail yourself of the rich mentoring opportunity within SEACSM. Your role in this program is to work closely with your SEACSM mentor through regular one-on-one meetings. You are expected to facilitate this relationship by assuming responsibility for your career development and by being proactive with your planning and goal settings. A protégé uses different skills and approaches depending on the topic and situation. Some key responsibilities, skills, and attributes of a protégé are provided below.

**Protégé Responsibilities:**

1. Share resume/curriculum vitae.
2. Discuss career goals and plans.
3. Establish a mutually agreeable meeting schedule.
4. Provide the mentor with mutually agreeable timelines for review of work when appropriate.
5. Keep the mentor abreast of progress.
6. Maintain regular contact during the 12-month mentoring commitment.
  - a. Recommended minimum number of meetings:
    - i. *Three - once at the SEACSM Annual Meeting and two additional times.*
7. Complete a one-year evaluation of your mentor and this mentoring program.

**Skills of a Protégé:**

1. Is organized, prepared, and reliable.
2. Follows through on commitments and deliverables as agreed upon.
3. Is committed to excellence.
4. Takes responsibility for career development.
5. Participates in proactive problem-solving together with mentor.
6. Provides constructive and positive feedback regarding the mentoring experience.
7. Appreciate and acknowledge mentor's differing experience and needs.

**Qualities of a Protégé:**

1. Appropriately balances independence with seeking guidance.
2. Expresses and exhibits interest in being a protégé.
3. Is a self-starter and takes initiative.
4. Is open-minded and receptive to feedback.
5. Is conscientious and respectful.
6. Is trustworthy and trusts others.

7. Is willing to dedicate and commit time.
8. Is friendly and approachable.

## Content of Mentoring Meetings

The content of meetings should be negotiated between the mentor and the protégé, where the following guidelines may act as a useful framework:

### Initial Meeting Agenda:

REFLECT and DISCUSS	MENTOR'S ROLE	PROTÉGÉ'S ROLE
<b>Come Prepared</b>	Learn whatever you can about your protégé prior to your initial meeting.	Learn whatever you can about your mentor prior to your initial meeting.
<b>Talk Big Picture</b>	Reflect on your own mentoring experiences. Share what worked and what did not.	Listen and ask questions.
<b>Discuss Protégé's Needs and Ultimate Goal of Relationship</b>	Ask questions and listen.	Explain where you are, where you would like to be, and how mentoring will help you progress toward your goals and plan (e.g., to obtain a faculty position, to present research at a subsequent regional or national meeting, to receive admission to a graduate program, etc.)
<b>Mutual Agreement Goals and Expectations</b>	Explain what you can and what you cannot do.	Discuss what you hope to achieve through this mentoring relationship.
<b>Responsibilities</b>	<i>Discuss Mentoring Guidelines.</i>	<i>Discuss Mentoring Guidelines.</i>
<b>Meeting Times/Agenda</b>	Agreement upon: <ul style="list-style-type: none"> <li>• Frequency/duration of meetings</li> <li>• Meeting platform (phone, Zoom/Teams, etc.)</li> <li>• Meeting structure</li> </ul>	
<b>Ground Rules and Boundaries</b>	Including but not limited to: <ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Types of issues to be discussed</li> <li>• Communication outside of meetings</li> <li>• Whether personal issues will be discussed</li> <li>• Other limits to the role</li> </ul>	

### Subsequent meetings may include:

- Reflection on professional progress and goals
- Discussion for potential research topics
- Notices on conferences
- Feedback on presentations/manuscripts/abstracts
- Attendance of presentations at SEACSM and ACSM meetings
- Identification and exploration of problems
- Identification and exploration of development needs
- Training opportunities and professional qualifications
- Discussion of SEACSM structure
- Sharing of informal knowledge (e.g., departmental relationships and procedures)

- 'Silly questions'

The nature of the relationship will likely develop from one that starts off with the provision of basic information in response to specific questions to a more in-depth discussion of wider issues. However, each relationship is specific to the individuals involved.

#### **Changing Mentors/Changing Protégés**

For a variety of reasons, mentor-protégé relationships may not work as planned. If at any stage the protégé wishes to change mentors or the mentor wishes to withdraw from the mentor role, a written request should be sent to the SEACSM Emily M. Haymes Mentoring Breakfast Committee Chair. No reason for a change or withdrawal is required. We do ask that you speak with your mentor/protégé regarding the situation prior to contacting the SEACSM Emily M. Haymes Mentoring Breakfast Committee Chair, if you are comfortable with doing so.

#### **Duration of Mentoring Relationships**

The duration of the mentoring relationships is one year in length. However, it is important to note the mentor and the protégé can continue their mentoring relationship in an informal capacity after the time period required by the mentoring program.